

LESSON PLAN

Unit 6. SERVICE RECORD

X-XXX-XXX2 Rev B

Topic 6.1 Service Record

CLASS PERIODS: 1

LAB PERIODS: 0

Enabling Objectives:

12.1 **IDENTIFY** the purpose of the Enlisted Service Record (ESR) in accordance with Basic Military Requirements, NAVEDTRA 12043

12.2 **IDENTIFY** the purpose of pages in the Enlisted Service Record in accordance with Basic Military Requirements, NAVEDTRA 12043

Trainee Preparation Materials:

A. Trainee Support Materials:

1. None

B. Reference Publications:

1. None

Instructor Preparation:

A. Review Assigned Trainee Material

B. Reference Publications:

1. Basic Military Requirements, NAVEDTRA 12043

C. Training Materials Required:

1. Miscellaneous Materials

- a. Mock Service Record Handout

2. Transparencies

- a. Administrative Remarks Form, 6-1-11
- b. Dependency Application/Record of Emergency Data - Part I, 6-1-6
- c. Dependency Application/Record of Emergency Data - Part II, 6-1-7
- d. Enlisted Service Record, 6-1-1
- e. Enlisted Service Record - Left Side, 6-1-3
- f. Enlisted Service Record - Opened, 6-1-2
- g. Enlisted Service Record - Right Side, 6-1-4
- h. Enlistment/Reenlistment Contract, 6-1-5
- i. Evaluation Report & Counseling Record, 6-1-10
- j. History of Assignments, 6-1-9
- k. Navy Occupation/Training and Awards History, 6-1-8
- l. Summary, 6-1-12

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DISCUSSION POINT

1. Introduction

RELATED INSTRUCTOR ACTIVITY

1. Establish Contact.

Write name on VAP board.

Introduce Yourself.

Your service record is like a diary of your career. It contains all personal and official documents pertaining to you. Ensuring it is being maintained correctly is your responsibility.

State Lesson Objectives.

Create a Mock Service Record Handout for students to follow.

2. Enlisted Service Record (ESR)

- a. Contains the official history of an enlisted servicemember's career in the Navy.

2. Reference Basic Military Requirements, NAVEDTRA 12043.

- a. Show Transparency 6-1-1, Enlisted Service Record.

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- b. Official document used in determining an enlisted servicemember's:

- (1) Promotion status

- (2) Dependent's eligibility to benefits upon death of the member

- (3) Transfer status

- (4) Veteran's benefits after separation

- c. You have the right to have access to your service record.
You can make an appointment with the personnel office to review your record.

- (1) Although it is a record about you, it is the property of the U.S. Government

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(2) You CANNOT add or remove material without proper authority

(3) If you find a discrepancy in your ESR, notify the personnelman and pursue corrective procedures until the problem is resolved

d. A duplicate Enlisted Service Record is maintained by the Bureau of Naval Personnel (BUPERS), in D.C., for each service member.

3. Contents of the Enlisted Service Record

3. Show Transparency 6-1-2, Enlisted Service Record - Opened.

a. A flat-type manila folder divided into left and right sides

b. Left-hand side contains official and unofficial documents for safekeeping and record purposes

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(1) Uses a separator to further divide the left side

(2) Below the separator are stored all of your:

(2) Show Transparency 6-1-3, Enlisted Service Record - Left Side.

(a) Performance Evaluations

(b) Commendations

(c) Awards Correspondence

(d) Certified copies of each enlisted performance record (Page 9) from previous enlistments

(e) Copies of any certificates of release or discharge from active duty

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RELATED INSTRUCTOR ACTIVITY

- (3) All other papers are filed above the separator in chronological order. Papers such as:
 - (a) Marriage license/divorce papers
 - (b) Security clearance investigation
 - (c) Original and copies of each transfer order
- c. The Right-hand side contains official administrative documents, called Pages.
 - (1) There are 15 different forms used on the Right-hand side. Some of these forms are:
 - (a) Enlistment/reenlistment contract (Page 1)
- c. Show Transparency 6-1-4, Enlisted Service Record - Right Side.
 - (a) Show Transparency 6-1-5, Enlistment/Reenlistment Contract.

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RELATED INSTRUCTOR ACTIVITY

- (b) Dependency Application/Record of Emergency Data (Page 2) - contains two parts:

- 1) Part I - serves as an application for dependency allowances and list all necessary data on dependents
- 2) Part II - provides an up-to-date record of emergency data for casualty reporting and notification of next of kin

- (c) Navy Occupation/Training and Awards History (Page 4) - provides a chronological record of:

- 1) Navy enlisted classification (NEC) codes
- 2) Designators assigned, changed, or revoked

- 1) Show Transparency 6-1-6, Dependency Application/Record of Emergency Data - Part I.

- 2) Show Transparency 6-1-7, Dependency Application/Record of Emergency Data - Part II.

- (c) Show Transparency 6-1-8, Navy Occupation/Training and Awards History.

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RELATED INSTRUCTOR ACTIVITY

- 3) Navy schools attended
- 4) Navy training courses, performance tests, and personnel qualification standards completed
- 5) Military/leadership examinations completed
- 6) Maintenance and/or technical qualifications attained
- 7) Advancements, reductions, changes in rate or rating
- 8) General Education Development (GED) tests and off-duty courses completed
- 9) Decorations received

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RELATED INSTRUCTOR ACTIVITY

10) Medals and awards received

(d) History of Assignments (Page 5) - provides a chronological record of member's duty assignments.

(d) Show Transparency 6-1-9, History of Assignments.

(e) Evaluation Report & Counseling Record (Page 9) - used to record the evaluation of performance of duty.

(e) Show Transparency 6-1-10, Evaluation Report & Counseling Record.

(f) Administrative Remarks (Page 13) - contains miscellaneous entries of information not recorded elsewhere in the service record.

(f) Show Transparency 6-1-11, Administrative Remarks Form.

4. Summary

4. Show Transparency 6-1-12, Summary.

a. Enlisted Service Record

b. Enlisted Service Record Contents

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RELATED INSTRUCTOR ACTIVITY

5. Assignment

a. None

6. Evaluation

a. None